



# 2022-2023 MVEC Family Handbook

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**Principal: Robin Legge**

**Administrative Assistant: Denise Logan**

## **PRINCIPAL'S MESSAGE**

"Learning is the way to GROW!" That is the MVEC motto and we do our best to make it so each and every day. By teaching, modeling, and practicing the skills needed to learn and grow alongside each other, we aim to instill in students the values of respect, patience, acceptance, generosity, perseverance, responsibility, compassion, self-control, cooperation and joy. This makes MVEC a great place to be!

This handbook contains information about philosophy, expectations, guidelines, and dates as they pertain to our school this year. Updated information will be provided through school alerts emails, class communication books and class newsletters. I hope you find this handbook useful and refer to it often throughout the year.

As communication plays such a vital role in connecting our school with families and the community, we invite you to contact the school with your questions, concerns, and suggestions. We value your input.

On behalf of the staff, I extend my best wishes for a rewarding year. Let's work together to keep our school a safe and caring place for all.

On behalf of your MVEC Family, welcome to another great year of learning and growing!

Robin Legge, PrincipAL

## ATTENDANCE POLICY

Parents and guardians play an important role in their child's education by ensuring that the students comes to school ready and prepared for the day's learning. Attendance of each child enrolled in a public school is mandatory. Student attendance is checked each morning and each afternoon. Please ensure that your child is in class on time as late arrivals are disruptive. Students who are late are asked to report to the school office to inform us of their arrival so they are accounted for in our attendance records. Recording of student attendance is a legal requirement that we must take very seriously.

To report your student absent, you can use any of the following methods:

### PowerSchool Parent/Student Portal

Parents/guardians can log in to <https://sishrsb.ednet.ns.ca/public/> to access the SchoolMessenger website to report future absences.

### SchoolMessenger App

Parents/guardians can download the SchoolMessenger app for Android and iOS devices and use their username and password for the PowerSchool Portal.

### Toll-Free Number

Parents/guardians can call 1-833-582-6940 to report future absences using an automated system.

All three methods are available 24 hours a day, 7 days a week. Absences can be reported at any time before the start of school on the day the student will be absent. Up to five consecutive absences can be recorded at once.

Please visit <https://www.hrce.ca/SafeArrival> for more information.

## BELL TIMES

SCHOOL TIMES	
8:40	Morning Supervision Begins
8:50	Morning routines/ attendance/ announcements
9:00	Morning Classes begin
10:30-10:45 and 10:45-11:00	Recesses
12:00- 12:20 and 12:25-12:45	Lunches
12:45	Afternoon routines/attendance/ announcements
12:50	Afternoon Classes begin
2:50	Bus dismissal

## BICYCLES, SCOOTERS AND SKATEBOARDS AT SCHOOL

While use of bicycles, and other conveyances, promotes a healthy, active means of travel for some students, we also recognize the need to be mindful of several safety and storage concerns posed by these items. We believe families are in the best position to determine if their children are capable and responsible for the safe handling and stowing of bicycles. However, students who fail to observe school guidelines with respect to these conveyances will not be permitted to bring them to school.

- Students must wear a helmet
- Students are required to dismount and walk bicycles, and dismount and carry scooters (folded) and skateboards once they reach the walkways or asphalt adjacent to the school
- Students are required to exercise extreme caution when sharing the walkways and asphalt with pedestrians and other students at play and are to proceed directly to the school or off the school grounds when using these conveyances
- Inline skates, scooters, and skateboards may be stored in a designated spot in the classroom
- Students are required to lock bicycles in the designated area near the staff parking lot

- Wheelies (shoes with wheels) are discouraged at school for safety reasons

Families and students are reminded that the school carries no insurance to cover loss of, or damage to, personal belongings. The school and the staff accept no responsibility for the safety or the recovery of lost or stolen items.

### **BIRTHDAYS and OTHER EVENTS**

When circulating invitations to birthdays and other events, we encourage families to consider doing so through e-mail, telephone call or FB post, rather than at school. This is to apply care in handling all children's feelings about birthday-party inclusion. Alternatively, consideration could be given to allowing a small class treat, in consultation with your child's teacher, as a mini-celebration with all their classmates. Thank you for your understanding.

### **BREAKFAST PROGRAM**

Thanks to generous grants and continued sponsorship, we are able to offer a daily breakfast program basket for each class. This is FREE for students, consisting of items including individual servings of granola bars, fruit cups, etc.

### **BUS TRANSPORTATION**

Registration for, and inquiries about, bus schedules may be made to HRCE Transportation via phone (902-431-4723) and email ([transportation@hrce.ca](mailto:transportation@hrce.ca)). There is also useful info their website ([hrce.ca/transportation](http://hrce.ca/transportation)) and at BusPlanner ([hrce.ca/transportation/mybusplanner.ca](http://hrce.ca/transportation/mybusplanner.ca)). As **bus changes via note or phone call are not able to be accepted**, please be encouraged to ensure your child's pick up and drop off addresses are accurate in our database and, as necessary, arrange for an alternate to pick your child up at school, provided they are listed on your child's registration form as someone we may release them to. **Please also note all Pre-Primary to Grade Two students are expected to have an adult receive them at their stop or the driver will return them to the school.**

Appropriate, responsible behaviour is required of students riding the bus. A student who regularly creates an unsafe situation on the bus may have their bus privileges suspended. All students who ride the bus are expected to take the bus home. **It is very important to send a note, email or call the school if your child is not going home on the bus;** this helps to ensure the safety of all of our children. Only students registered on our bus lists are allowed to ride the bus.

### **CLEAN FLOOR GUIDELINES**

To show pride and respect for our school, all students, staff, and guests can contribute to cleanliness by:

- removing wet or dirty footwear at their coat racks. Students are asked to please have an extra pair of indoor shoes suitable for physical education classes. Wheelies (shoes with wheels) are discouraged at school for safety reasons
- avoid bringing gum, chips, pop, sunflower seeds, and dry noodles to school
- disposing of litter in garbage or recycle bins
- hanging all personal belongings on coat hooks/racks and shelves in hallway, up off floor

### **CLOTHING**

Families of lower elementary students are encouraged to send a complete change of clothes to school, including bottom, top, socks, and underclothes, within their backpack. All families are encouraged to **clearly label their child's clothes**, as one pair of black snow pants looks very much like another.

### **EARLY DEPARTURES FROM SCHOOL**

Parents who come to the school to pick up their child before normal dismissal time **must contact the school office before doing so. No child should leave the school without first informing the office.** Please note that if someone other than parents/guardians/contacts on registration form is going to be picking up a student at the end of day, we require prior notification. **We will not release your child to unauthorized persons.**

### **EMERGENCY CLOSURE OF SCHOOLS**

At times the Regional Centre may make a decision to close school due to poor weather conditions, storms, plumbing difficulties, or electrical failures. If weather conditions are such that school may be closed, please listen to the radio for the announcement. The Regional Centre may close the entire system or just by school "feeder" areas. We feed into the "Musquodoboit Rural High Family of Schools" and are part of "the former Halifax County

school system”.

In the event of a school closure during the day, it is less stressful for **your child if they know your emergency plan**. Please make certain that this plan does not include phoning out, as it is difficult for students and teachers to get to a telephone at these times. Parents/Guardians will be notified, at first via email and then, if we do not hear a reply from you, via phone, regarding a sudden need to close the school prior to the dismissal of students; please keep phone numbers updated at all times. Some mornings the school busses may be cancelled, sometimes on our back roads, but the school will open; please be aware that **families are responsible for student transportation to and from school on these days and may make the decision to keep children home that day if they wish**. Closures that are called during the day will be announced on the radio and the HRCE website. **Please do not call the school to see if school is cancelled, and know school principals do not have the authority to cancel or close schools.**

### **EMERGENCY CONTACT NUMBERS**

It is essential that the school has home and work phone numbers for families and caregivers. If changes in any of the numbers occur or should a new emergency contact person be designated, please inform the school **immediately. Students are permitted to phone only those people noted on their registration forms.**

### **FIRE DRILLS/ LOCKDOWN/ ‘HOLD AND SECURE’ DRILLS**

Teachers review fire, lockdown and ‘hold and secure’ procedures with the students regularly, as we are required to conduct these drills during the school year. We have six fire, two lockdown and two hold and secure drills annually.

### **GUIDANCE SERVICES**

MVEC has periodic guidance counselling services, dependent on staffing. When staffing allows, the counsellor is available to students and families by appointment and/or referral to the school’s team by their teacher or family. The counselor provides support in the areas of social-emotional learning including self-awareness and self-management; relationship skills and social awareness; responsible decision-making and conflict resolution, as well as issues of a private, personal nature. All information shared with the counselor is confidential except when the student’s safety or the safety of others is at risk. The counselor is also available to lend support to families on an as needs basis by appointment.

### **HEAD LICE PROCEDURES**

Head lice are a common condition that can affect anyone. Families are encouraged to check their child for head lice regularly and notify the school if, indeed, head lice are discovered. To minimize time missed from school, students may return to school **after the first treatment is completed** (refer to Public Health’s website, “Guidelines for Treatment of Head Lice” at [www.cdha.nshealth.ca](http://www.cdha.nshealth.ca)). Confidentiality will be respected at all times. The HRCE Head Lice Guidelines are available at: [https://www.hrce.ca/sites/default/files/hrsb/head\\_lice\\_guidelines.pdf](https://www.hrce.ca/sites/default/files/hrsb/head_lice_guidelines.pdf).

### **LIBRARY**

MVEC boasts a well-stocked, well-loved library, providing students with a wealth of information and recreational reading materials. The library has an automated catalogue, internet access, books and magazines, and a MakerSpace currently in development. Students are provided the opportunity to visit the school library one day/week with their class, where they may borrow books and do research.

### **LIFE-THREATENING ALLERGIES**

We currently have NO students with life- threatening allergies in attendance at MVEC. For this reason, peanuts, tree nuts and any food items containing these are allowable. That said, we ask that you discourage your children from engaging in food exchanges at recess and lunchtime in order to avoid any unfortunate dietary risks for students who are diabetic, gluten-free, etc.

### **LOST AND FOUND**

Whenever in the school, please check the lost and found areas. All unclaimed items are sent to a charity during the year on the last day before Christmas, March and summer breaks.

## **LUNCH**

Given our low enrollment, we are unable to recruit a food service provider, though we occasionally will offer hot lunch menu options throughout the year, **payable through SchoolCash online** (<https://muc.hrce.ca/muc/parents/schoolcash-online>). That said, children need to bring a nutritious lunch that does not need to be reheated and has containers/packages they can open themselves (no glass bottles, please) most days.

## **MEDICATIONS AT SCHOOL**

Students requiring medication at school must have proper documentation on file in the school office. A form must be completed each year by the parent (contact the office) so we have current medical information in the office. Teachers cannot dispense medication. Over the counter drugs must also follow this procedure. All medications are kept locked in the office and is given to the student by appropriate school personnel when required. Students are not to be given any medication to bring to school to be taken on their own. (Ex: Tylenol, cough syrup, etc.). Students are encouraged, by Policy, to keep their epipens with them, unless a waiver is signed (again, please contact the office) by their parent/ guardian stating otherwise.

## **NO CHILD WITHOUT**

The MedicAlert No Child Without program exists thanks to the generosity of our donors, the Lions Club of Canada and the Government of Canada. If your child would benefit from a customized medical bracelets and necklaces, and is ages 4 to 14, please contact the *No Child Without*<sup>®</sup> program at [ncw@medicalert.ca](mailto:ncw@medicalert.ca) or 1.877.282.5378 for more information.

## **PARENT/GUARDIAN CONCERNS**

Parents/guardians are requested to respect the following process if they have concerns about classroom or school matters: (1) speak with your child's teacher if your concern has to do with the classroom; (2) speak with the Principal if your concern is not resolved or if you have a concern about the operation of the school; (3) use the "Parent Concern Protocol Form" available from the Principal or at: <https://www.hrce.ca/sites/default/files/hrsb/b.017-parent-guardian-concern.pdf> if you are not satisfied with the Principal's response, (4) mail this form to the Unit 4 School Administration Supervisor of the REC if you feel the concern continues to be unresolved by the Principal to your satisfaction; (5) the Unit 4 School Administration Supervisor will explore the concern and respond in writing to the parent. Matters of Public Health, Curricula Development and of a political nature, etc. can be directed toward our elected Provincial MLA or Municipal councillor.

## **PARENT PORTAL**

The Parent Portal website is a way for parents to access their child's grades, attendance, teacher's comments, school bulletins. The website for the portal is: <https://sishrsb.ednet.ns.ca/public/home.html> and is also linked to our schools' webpage.

## **PERSONAL BELONGINGS AT SCHOOL**

Students are encouraged to keep treasured personal items at home, such as electronics, jewelry, money or toys. Parents and students are reminded that the school carries no insurance to cover loss of, or damage to, personal belongings. **The school and the staff accept no responsibility for the safety or the recovery of lost or stolen items.**

Further to this, please be advised students are disallowed to bring footballs, basketballs, baseballs, etc., with them to and from school. The school provides students with the equipment needed to play the games/sports we allow at school. Also, as we hope you appreciate and understand, where someone 'owns' these items, they are no longer neutral and sharing can become a challenge more easily avoided if personal sporting equipment remains at home. Thank you for your support and understanding.

## **PUPIL SUPERVISION**

Outside of the classroom, students are supervised by school staff from bus arrival time in the morning (8:40 a.m.) to recess, and again during mid-morning and afternoon instruction. Hired lunch monitors supervise the students during the lunch hour. If interested in becoming a lunch monitor, please contact us. Students are expected to

remain on the school grounds throughout the entire day, including the lunch period. The school has a legal obligation to supervise the safety and well-being of students who stay at school, and is only possible if students remain on the school grounds.

### **REGISTRATION: NEW STUDENTS**

Students must be registered for the coming school year by 1<sup>st</sup> of March, including all new pre-primary and primary students so we receive appropriate staffing to meet the needs of the community. As we are sure you understand, an unexpected increase or decrease in enrollment, if even by a few students, can dramatically alter our class configurations. Unless families tell the school to the contrary, all students already registered within the school will be automatically placed in a class in the school for the next school year.

### **SCENT-AWARE ENVIRONMENT**

Perfumes cause some children and staff extreme discomfort and illness, so please be aware of our aim to reduce the use of scented products.

### **SCHOOL ADVISORY COUNCIL (SAC)**

The School Advisory Council (SAC) is an elected group who welcomes parental involvement when there are vacancies (to be determined). The SAC communicates no less than six times/year (whether in-person, virtually or via email), with the meeting dates communicated via email to those who are members. Provincial legislation requires all schools to establish a formally elected body of parent, community and staff representatives to advise the REC/EECD regarding regional policies and services, to provide support to the Principal, staff and community, and to learn about our school's improvement efforts. The MVEC SAC also has provincial funding of \$5000/year, allowing the school to request the purchase of items outside of, or to enhance, our instructional budget, such as guest performers, bus trips and additional books!

### **SCHOOLCASH ONLINE**

Paying school-related fees easier than ever before! You can make payments electronically, with the click of a button, safely, securely and quickly through **SchoolCash Online**. Our school will post items for purchase and assign school fees relevant to your child. You can make all purchases and payments from your phone, tablet or computer. **We would like families to register as soon as possible.** To get started, please register for **SchoolCash Online**. It's free and takes less than two minutes. You will receive an email once items are posted for purchase. Visit <https://hrce.schoolcashionline.com/> and click **Register** to get started. Need support? Connect with the SchoolCash Online help desk at [schoolcashionline.com/Home/Support](https://hrce.schoolcashionline.com/Home/Support).

### **SCHOOL CLOTHING**

While schools are discouraged from creating dress codes, we acknowledge that how we dress affects our attitude and our behaviour, as well as our ability to participate in activities to the best of our ability. At MVEC, we encourage good taste and personal pride in clothing; we appeal to everyone to be reasonable and respectful of others. Students wearing clothing or hats that promote the use of drugs (including alcohol and tobacco), sex, weapons or violence, or that are vulgar, suggestive or offensive will be asked to change or cover up. We believe students can resolve this if it should arise. Students should also dress appropriately for the weather, out-of-school excursions, and physical education classes. Periodically, the school offers a school clothing sale, and you are encouraged to participate and join us in boosting school spirit!

### **SCHOOL INSURANCE PROGRAM (SIP)**

Information regarding the School Insurance Program is available at [www.sip.ca](http://www.sip.ca).

### **SCHOOL SUPPLIES**

Based on previous experience, the required supplies should last the full school year, however, should students need extra supplies (for example, pencils), you will be contacted for support. Supply lists are posted on our website.

### **SCHOOL TRIPS**

Students must have written permission to participate in school trips. As verbal permission is not legally-binding

each student requires written consent before they may leave the property. Community members are required to complete a 'J Form' in the office in order to transport students (other than their own) to extra-curricular events. Any adult who chaperones must first have a completed criminal records check and child abuse register on file in the office. Due to COVID-19, there will be no trips this year.

### **SCHOOL VISITS**

You are always welcome at the school to volunteer provided you have the appropriate criminal record and child abuse checks, and for matters that relate to your child by appointment. All visitors must check in at the office to receive a visitor badge. If you wish to meet with a teacher or other staff member, **please call to arrange an appointment**. As we try to eliminate disruptions during the day, we request you do not go to the classrooms if classes are in session. We will gladly collect your child from class if you need them to leave early. There are always special times each school year when you are especially encouraged to come to the school, such as Curriculum Night, conferences and concerts; these dates will be shared via email.

### **SCHOOL WEBSITE**

The purpose of the website is to promote closer home and school communication, as well as provide a vehicle for students and staff to learn more about computer technology, school improvement and the elementary school program. The address is as follows: <http://muc.hrce.ca/>. Please do not hesitate to provide feedback should you wish to see specific information included on our site.

### **STUDENTS ILL AT SCHOOL**

When a child becomes ill, the family will be contacted in order for the child to be taken home or to an alternate caregiver. **It is imperative that contact information (emergency phone numbers) be up-to-date**. Should your child be ill before coming to school, either the night before or in the morning, please be encouraged to keep them home. Students who are in school will be expected to take part in all aspects of the school program. Children will not be permitted to remain in the school during recess or lunch break unless there has been contact made with the school as to the reason and duration. Due to COVID-19, please view the Daily COVID-19 Checklist: <https://novascotia.ca/coronavirus/docs/Daily-COVID-checklist-en.pdf>

### **STUDENT PICTURES**

Each year, the school offers, as a service to families, the opportunity to have their child's picture taken through a contracted school picture program. **Please note a 'student images' consent form must be signed in order to participate in this service**. Though you are under no obligation purchase, we ask all students to sit for an individual photo for our database.

### **STUDENT PROGRESS REPORTS**

Student Progress Reports are sent home three times during the year: December, April and June. These detailed reports reflect the progress a student is making in learning. Family Conferences are scheduled twice/year. All families are encouraged to seek a conference time at these times of year, or any time as necessary, by appointment. Our "School Communication Plan" outlines how we intend to communicate student progress throughout the year.

### **STUDENT SERVICES**

Students may receive additional, remedial or enrichment support through our classroom and the resource teacher for certain subject areas and/or for organizational and study skills. Resource support may take place in the classroom or in the resource room. Referrals for resource support generally come from the classroom teacher, or a parent in consultation with the teacher, resource teacher and an administrator. Scheduling is dependent on demand for support as well as classroom timetabling. If you would benefit from additional information about resource support, please contact us.

We also have a Learning Centre supporting the needs to students with exceptionalities. This is staffed by a Learning Centre teacher, as well as Educational Program Assistants. Students supported by the Learning Centre usually have medical, mobility, communication, behavioural or self-care needs best supported by an adult, when possible. Oftentimes, students are invited to join their classmate in the Learning Centre to practice skills, develop relationships and promote inclusion.

When staffing allows, our school also has access to specialized support from a speech/language pathologist, educational psychologist, school guidance counselor, SchoolsPlus and a school social worker. Referrals for Student Services support are made through the classroom teacher, the resource teachers, and/or the principal.

### **TECHNOLOGY**

All students explore technology as an aspect of learning and, as such, all classes have access to computers and iPads that are networked to high-speed, wireless Internet. Students are only permitted to use the internet in the presence of an adult. Electronic devices, such as cell phones and personal gaming devices, are not to be used for personal purposes during the school day, and **must remain in your child's backpack unless otherwise directed by an adult. The school does not assume any responsibility for lost or stolen items if students choose to bring them to school.**

### **TELEPHONE CALLS**

The most appropriate time to call teachers is prior to the start of the school day or after dismissal. In other cases, a message will be passed along to the teacher who will return the telephone call when they are able. Families wishing to contact a teacher are asked to use the main office line (384-2555) and, more ideally, via email; all staff email addresses are available at our website. **Note: By contract, teachers have up to two business days to respond.**

Telephones are in each classroom, and in the office, and are available for student use with teacher permission in the morning, during recess and again at lunch. The phones are not to be used to make after school plans or for discussions that can wait for later at home. We request families only call their student when it is urgent, and leave a message; your child will return your call at the next break or when it is least disruptive.

### **VOLUNTEERS**

Volunteers are always needed and appreciated at the school. If you have a few hours a month or even one day a week, please contact us. The guidelines for use of volunteers in the school are based on the HRCE policy. Volunteers must hold all matters connected with their volunteer school experience **in confidence**. When a parent is volunteering in the school, it is not an appropriate time to discuss your child's progress with the teacher. Volunteers must have a Criminal Records Check and Child Abuse Registry Check completed within 3 months of starting to volunteer; these checks will be kept on file for 3 years.

### **WASTE MANAGEMENT**

The staff and students actively support the three R's- reduce, reuse, and recycle. Each student plays an important role in managing our school recycling. Please try to use reusable plastic containers for lunches and drinks. Students will be encouraged to take their refundables home.



## Musquodoboit Valley Education Centre Caring School Community Initiative/ Code of Conduct

### OUR CARING SCHOOL COMMUNITY INITIATIVE

The Caring School Community (CSC) program is a nationally recognized, research-based program for grades K–6 that builds classroom and school wide community while developing students’ social and emotional (SEL) skills and competencies. CSC strengthens students’ connectedness to school—an important element for increasing academic motivation and achievement and for reducing violence and delinquency. Daily class meetings, regular cross-age buddies opportunities, home-side activities, and school-wide community-building events help students develop respect for each other and take ownership for their learning and behavior.

### SOLVING PROBLEMS

Our students behave admirably most of the time. However, because they are human, they will make mistakes, just as they do in reading and math. At MVEC, when a mistake is made, we lend support to ‘fix it’, an attempt to fix the relationship that has been damaged because of unkind words or actions. If students are ready to ‘fix’ the problem, we help them to do so through reflection, conflict resolution strategies and collaborative, cooperative problem solving. If they are not willing to fix the problem, we rely on the use of logical consequences. The school employs progressive discipline, which means applying appropriate consequences, and increasing them judiciously when necessary. All these practices are in support of making our classrooms and our school safe, productive and welcoming.

### EXPECTATIONS

One support to our CSC program includes common expectations, and responses to misconduct, class to class, teacher to teacher. To this end, please see below the ways in which we expect each other to behave, and the ways staff will lend their support when minor misconduct occurs.

#### Our Expectations:

- We keep our hands, feet and objects to ourselves at all times
- We listen to the teacher, other adults and each other
- We use appropriate language and volume for the learning environment
- We only use personal devices as directed by an adult
- We request permission when we need to leave the classroom

### CONSEQUENCES

Inappropriate behaviour generally falls into one of two categories: minor indiscretions or major infractions. *Minor Indiscretions* typically include such things as: playground disagreements, failure to remove wet/muddy footwear, or loitering in the hallways. *Major Infractions* may include: physical violence, insubordination, theft, AND repeated minor indiscretions.

Mistakes are treated as such, with the consequence often consisting of a re-teaching of the expectation and its rationale, and an agreement to comply. Repeated mistakes indicate there is a problem that must be resolved. Frequently, this involves an administrator being called in to meet with the student and the staff member to help determine the cause of the recurring behaviour and devise a plan of action. Families are often informed at this level and may be asked to lend support. In the case of major infractions, families are informed and involved.

Consequences are intended to be developmental and logical rather than punitive. As much as possible, we endeavour to make a connection between the inappropriate behaviour and its consequence. Apologizing, repairing or replacing damaged property, and making a promise for the future are all parts of the restorative process that results from unacceptable behaviour. Restorative practices not only provide reparation to those who have been hurt or wronged, but it also helps restore the wrong-doer's self-esteem. Accepting responsibility for actions and deeds, and making amends, are behaviours that renew a child's sense of self-control and self-worth, and lead to better future choices. Failure either to adopt appropriate behaviours, or to follow through on an action plan, may result in more serious consequences such as further loss of privileges, restricted involvement in extracurricular activities or out-of-school excursions, formal contracts and suspensions (in and out of school).

### **BUS CONDUCT**

HRCE partners with external bus companies to support student transportation. Concerns about bus company staff are to be directed to HRCE Transportation, rather than the school.

Our bus serve provider has an expectation for similar, safe, respectful behaviour that the school has. The exception is that students are in a moving vehicle at this time, making safety expectations far more paramount. To this end, if the school receives a BUS CONDUCT REPORT about a child, a copy goes to the bus company, HRCE Transportation and the office. It is expected MVEC staff work with the child toward pro-social choices.

Typically, the FIRST bus conduct report results in a review of expectations.

The SECOND bus conduct report results in a consequence, usually detentions.

The THIRD bus conduct report may result in a temporary suspension of bus privileges, usually starting with one day and increasing with continued infractions, up to and including suspension from school.

### **PROVINCIAL CODE OF CONDUCT**

There will be instances when the Provincial Code of Conduct applies, such as for physical violence, with consequences beyond time-aways and calls home. Please see the full Provincial Code of Conduct at this link: <https://www.ednet.ns.ca/docs/provincialschoolcodeofconduct.pdf>



## Musquodoboit Valley Education Centre Communication Plan

### **COMMUNICATING STUDENT LEARNING**

MVEC believes that working collaboratively with all of those involved in the education of students enhances the ability of the school to effectively assist students in their learning.

The cornerstone of the collaborative process is effective communication between all partners. A shared understanding of the academic expectations of the students and the manner that these goals will be monitored and articulated to the partners is the basis for this School Communication Plan.

Parent(s)/Guardian(s) can become more knowledgeable about learning outcomes by attending curriculum night, reading literature the school provides, observing your student's school work, monitoring homework, asking your child about what they are learning and sharing questions about curriculum with your child's teachers.

### **HOW TEACHERS ASSESS AND EVALUATE STUDENT LEARNING**

In order to provide all students with ample and fair opportunity to demonstrate their achievement of the expected learning outcomes, teachers use a variety of different assessment methods. Students not only learn in different ways (referred to as 'learning style'), they also demonstrate their learning in different ways.

Teachers use a range of methods, realizing that any one method suits some students more than others. In addition, gathering information on student learning from several different types of tasks ensures that the teacher has a fuller and more accurate picture of student learning. This enables not only clearer communication with students and parents/guardians, but also allows the teacher to plan more effectively for individuals and groups of students.

At MVEC, our goal is to continue to offer a balanced assessment that reflects the diversity of our learners. In meeting this goal, teachers will assess student learning using some of the following methods: portfolios, work samples, presentations/ performances, tests, observations and more. While no one teacher would necessarily use all of the above methods with each student, every teacher is committed to a balanced and fair approach to assessing student learning. Your student's teacher would be pleased to discuss how he/she accomplishes this goal.

### **COMMUNICATING STUDENT LEARNING**

Just as there are many ways for student learning to be assessed, there are also many ways for that information to be communicated to parents/guardians, students, and other teachers. These include: Curriculum Night, classroom newsletters/ communication books, special events, student's homework (especially interactive activities for the student and parents/guardians), home reading programs, assemblies/ performances, conferences and report cards. Some of these ways of communicating student learning will be undertaken on a school-wide basis and others will pertain to individual classes and teachers.

The HRSB has been working hard to provide consistent delivery of curriculum and communication to all schools in the Board. As a result, all elementary schools in HRSB have three reporting periods / year. This is done with the aim of not only heightening communication, but also increase contact with parents/guardians. Report cards are sent home in December, April and June. Just as our curriculum planning and assessment are focused on the learning outcomes outlined in our provincial curriculum guides, these reports will provide information about your student's progress in meeting these outcomes.

The following is a proposed plan for the communication of student learning at MVEC for this school year:

**September 29**– Curriculum Night from 6-8pm

**October 28**- Provincial Conference Day (no school for students)

**November 21**- Assessment and Evaluation Day (no school for students)

**November 29**- Term One Progress Reports are emailed to families

**December 1**- Professional Development and Parent-Teacher Interview Day via in person or via phone; please email your child's teacher to make an appointment (no school for students)

**December 2**- Professional Development Day

**February (all month)** – Primary Registration Month

**March 20**- Assessment and Evaluation Day (no school for students)

**March 28**- Term Two Progress Reports are emailed to families

**March 30**- Professional Development and Parent-Teacher Interview Day via in person or via phone; please email your child's teacher to make an appointment (no school for students)

**June 29**- Assessment and Evaluation Day (no school for students)

**June 30**- Final Reports Go Home/Last Day of School

### **STUDENTS BENEFITING FROM ADDITIONAL SUPPORT**

MVEC is committed to supporting the learning of all students. Our teachers believe in the early identification of students benefiting from extra support. Early identification and timely intervention is the most effective approach in meeting the needs of students. Parents are informed before any intervention, such as resource support, takes place.

The school has established a process for the identification, assessment, and program planning for students with special needs. Classroom teachers, resource teachers, and parents may initiate and/or assist in identifying students with special needs. In some cases, when a student is identified as having special needs, a referral is made to the school program planning team for further support. This team consists of the principal, learning centre teacher, resource teacher, classroom teacher(s) and parent/guardian (as needed).

Caregivers are consulted, and written permission is required, for any formal individual assessment; you will always be informed of all assessment results. These results, along with other information, will be used in making adaptations to the student's program or developing an Individual Program Plan (IPP), of which parents will be well informed. Similarly, caregiver consent is required when we are asked to share or receive confidential information (i.e. with doctors, psychologists, etc.) about your child.

### **PARENTAL CONCERNS**

Throughout the year there may be questions and concerns that arise concerning student progress. If there is a concern, you are encouraged to contact the appropriate teacher first. If the concern remains unresolved, you are then encouraged to contact the school administrators. Resolution of the matter raised will involve the teacher, even if the teacher is not present at all meetings. The goal is to resolve the issue in a climate of mutual respect while maintaining the dignity of all concerned and keeping in mind the best interest of the student.

If the standard forms of communication between home and school prove to be inappropriate (e.g. translator or assistive technology is required), alternate methods of communication will be pursued to ensure that all families have a clear understanding of their student's progress.